

UNITED STATES GOVERNMENT MEMORANDUM

To: Office of the Secretary
Diane Murphy

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From: Renee Alexander
CCB/NSD

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JUL 14 1997

Re: Placement of Items in the CC Docket No. 96-98

FEDERAL COMMUNICATIONS COMMISSION
OFFICE OF THE SECRETARY

Date: July 14, 1997

Please place the attached document, Industry Numbering Committee Central Office Code (NXX) Assignment Guidelines, in CC Docket No. 96-98. Two copies of the document are attached.

Thank You.

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FEDERAL COMMUNICATIONS COMMISSION
OFFICE OF THE SECRETARY

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**Central Office Code (NXX)
Assignment Guidelines**

This revision incorporates agreements associated with the resolutions to INC Issues #099, #100 and #101 which have resulted in changes to Sections 1, 3.2, 3.2, 4.1 and 6.1.1. The forms associated with these guidelines have not been revised and can be obtained from the ATIS internet home page [www.atis.org].

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Central Office Code (NXX) Assignment Request and Confirmation Forms

- Part 1 - Request for NXX Code Assignment
- Part 2 - Routing and Rating Information (Forms 1-6)
- Part 3 - Administrator's AResponse/Confirmation
- Part 4 - Confirmation of Code Activation

1.0 Purpose and Scope of This Document

This document specifies guidelines for the assignment of central office codes (also referred to as CO codes in this document). The term CO code or NXX refers to sub-NPA destination codes for addressing. Sub-NPA refers to digits D-E-F of a 10-digit the NANP Area address, e.g., 740 is the CO code (NXX) in (201) 740-1111. Examples of uses for CO codes (NXX) for which these guidelines apply include plain old telephone service (POTS), Centrex, Direct Inward Dialing (DID), cellular mobile service, pagers, data lines, facsimile, coin phones, and customer owned pay phones. While these guidelines were developed at the direction of the FCC,¹ they do not supersede controlling appropriate NANP Area governmental or regulatory principles, procedures and requirements. These industry consensus guidelines are expected to apply throughout the NANP Area subject to procedures and constraints of the NANP Area administrations unless the affected administrations direct otherwise.

These guidelines apply only to the assignment of CO codes (NXX) within geographic numbering plan areas (NPAs). This does not preclude a future effort to address non-geographic NPAs in the same guidelines.² **CO codes (NXXs) are assigned for use at a Switching Entity or Point of Interconnection they own or control. Entities assigned CO Codes are termed "code holders".** While the ultimate delivery of any call to a CO code (NXX) need not be geographically identified, by necessity initial routing is geographically defined. Therefore, for assignment and routing purposes, the CO code (NXX) is normally associated with a specific geographic location within an NPA, from which it is assigned. For some companies this is also used for billing purposes.

2.0 Assumptions and Constraints

The development of the assignment guidelines include the following assumptions and constraints.³

¹ This effort has been undertaken at the direction of the Federal Communications Commission (FCC), in a letter to NANPA dated June 21, 1991, in an attempt to develop guidelines that can be applied uniformly while using a finite numbering resource in the most efficient and effective manner possible.

² Separate guidelines apply to the assignment of NXX codes within currently assigned Service Access Codes (SACs), and others will be developed, as appropriate, as new SACs are assigned by NANPA. For example, NXX assignment guidelines for the 800 and 900 SACs are available. Separate guidelines also will be prepared to address the assignment of numbering resources reserved for non-geographic applications.

³ At present, various procedures are employed to recover costs associated with the assignment and implementation of codes. The treatment of these or any future costs associated with CO code assignments is not addressed in these guidelines.

- 2.1 NANP resources, including those covered in these guidelines, are collectively managed by the North American Telecommunications industry with oversight of the North American regulatory authorities.

The NANP resources are considered a public resource and are not owned by the assignees. Consequently, the resources cannot be sold, brokered, bartered, or leased by the assignee for a fee or other consideration.

If a resource is sold, brokered, bartered, or leased for a fee, the resource is subject to reclamation by the administrator.

- 2.2 These guidelines are intended to apply before and after implementation of interchangeable NPAs (INPA) in January 1995.

- 2.3 NANP numbering resources shall be assigned to permit the most effective and efficient use of a finite numbering resource in order to prevent premature exhaust of the NANP and delay the need to develop and implement costly new numbering plans. Efficient resource management and code conservation are necessary due to the industry impacts of expanding the numbering resource (e.g., expansion from 10 to 11 digits). Impacts to the industry include:

- Customer impacts (e.g., dialing, changes to advertising and stationary, etc.)
- CPE modifications
- Domestic and international switching hardware and software modifications
- Operational support systems modifications
- Reprogramming of non-telecommunications data bases that contain telephone numbers.

- 2.4 These guidelines treat the assignment of central office codes (NXX), including submission of new assignments for inclusion in the Routing Data Base System (RDBS),⁴ Bellcore Rating Input Database System (BRIDS) and LIDB Access Support System (LASS) so that notification to the industry can take place through RDBS outputs. Examples of these outputs are the Local Exchange Routing Guide (LERG) and the NPA/NXX Activity Guide (NNAG), BRIDS outputs such as the Terminating Point Master (TPM) and the NPA/NXX Vertical and Horizontal Coordinates Data (VHCD), and LASS outputs such as the LIDB

⁴ Canadian NNX/NXX codes are not currently included in RDBS and hence not shown in the LERG. They are included in BRIDS and shown in the TPM, NPA/NXX VHCD and other BRIDS outputs.

Access Routing Guide (LARG). Implementation of these assignments is beyond the scope of these guidelines.

- 2.5 The applicant must be licensed or certified to operate in the area, if required, and must demonstrate that all applicable regulatory authority required to provide the service for which the central office code is required has been obtained.
- 2.6 The guidelines should provide the greatest latitude in the provision of telecommunications services while effectively managing a finite resource.
- 2.7 These assignment guidelines may not apply to an environment where number portability exists. If and when number portability within an NPA becomes an issue, a set of guidelines may be required.
- 2.8 These guidelines do not address the issue of who will fulfill the role of Code Administrator(s). The guidelines described herein were developed by the industry without any assumption on who should be the Code Administrator(s).⁵
- 2.9 Administrative assignment of the CO code (NXX) public resource by an entity does not imply ownership of the resource by the entity performing the administrative function, nor does it imply ownership by the entity to which it is assigned.
- 2.10 Audits of both Code Administrator(s) and code applicants/holders may be performed to: 1) ensure uniformity in application of these guidelines by a Code Administrator to all code requests received by that Code Administrator, 2) ensure consistent application of these guidelines among all Code Administrators in the event there is more than one Code Administrator, 3) ensure compliance with these guidelines by code applicants and Code Administrator(s), and 4) ensure the efficient and effective use of numbering resources by code applicants/holders and management of numbering resources by Code Administrator(s).
- 2.11 An applicant is not required to provide any additional explanation or justification of items that he/she has certified. However, certification alone may not provide the Code Administrator(s) with sufficient information upon which to make a decision regarding code assignment, and additional dialog may follow. The Code Administrator(s) is still obliged to reply within 10 business days.

⁵ A list of the current Code Administrator(s) is available upon request from NANPA (See Section 9).

3.0 Assignment Principles

The following assignment principles apply to all aspects of the CO code (NXX) Guidelines:

- 3.1 **CO codes (NXXs) are assigned to entities for use at a Switching Entity or Point of Interconnection they own or control.** Central office codes (NXX), as part of NANP telephone numbers, are to be assigned only to identify initial destination addresses in the public switched telephone network (PSTN), not addresses within private networks.
- 3.2 Central office codes (NXX) are a finite resource that should be used in the most effective and efficient manner possible. All applicants for central office codes (NXX) will be required to provide technical and, for an additional code request, quantitative support for their code requests, to demonstrate that these guidelines are satisfied. The quantitative information required for an additional code request (i.e., The Months to Exhaust Certification Worksheet) should be retained by the applicant for use in the event of an audit or regulatory initiative. (See Section 4.2.1)
- 3.3 Information that is submitted by applicants in support of code assignment shall be kept to a minimum, shall be uniform for all applicants, and on request shall be treated as proprietary and adequately safeguarded. Information requested for RDBS and BRIDS will become available to the public upon input into those systems.
- 3.4 Central office codes shall be assigned in a fair and impartial manner to any applicant that meets the criteria for assignment as detailed in Section 4.0.
- 3.5 Applicants for central office codes must comply with all applicable local governmental, state, federal and the NANP Area governmental regulations relative to the services they wish to provide.
- 3.6 Any entity that is denied the assignment of one or more central office codes under these guidelines has the right to appeal that decision per Section 11.
- 3.7 Affected parties⁶ in a given geographic area have the right and will be given the opportunity to participate as early as possible in the process of determining

⁶ Affected parties are a) those entities that have applied for and/or received central office code (NXX) assignments or reservations within the NPA per Section 4.0 of these Guidelines; b) all interested members of the industry within the affected NPA.

the alternatives for addressing CO code (NXX) exhaust and relief in that area before the Code Administrator(s) submits a final recommendation to the relevant regulatory body.

4.0 Criteria for the Assignment of Central Office Codes

The assignment criteria in the following sections shall be used by Code Administrator(s) in reviewing a central office code assignment request from a service provider for an initial and/or an additional code:

- 4.1 CO codes (NXXs) are assigned to entities for use at at a Switching Entity or Point of Interconnection they own or control.** Assignment of the initial code(s) will be to the extent required to terminate PSTN traffic as authorized or permitted by the appropriate regulatory or governmental authorities, and provided all the criteria in Sections 4.1.1 through 4.1.3 are met. An initial code assignment will be based on identification of a new switching entity, physical point of interconnection (POI), or unique rate center⁷ consistent with regulatory restriction. Utilization criteria or projection will not be used to justify an initial NXX assignment.
 - 4.1.1 The applicant must certify a need for NANP numbers, e.g., provision of local or cellular service in the Public Switched Telephone Network.
 - 4.1.2 The applicant must submit an NXX request form certifying that a need exists for an NXX assignment to a point of interconnection or a switching entity due to routing, billing or tariff requirements. The NXX request form must provide an Operating Company Number (OCN) which uniquely identifies the applicant.
 - 4.1.3 The applicant must be licensed or certified to operate in the area, if required, and must demonstrate that all applicable regulatory authority required to provide the service for which the central office code is required has been obtained.
 - 4.1.4 All information provided on the NXX request form will be considered confidential, with selected information made available publicly only for those fields that must be input to the RDBS and BRIDS. The information placed in

⁷ Multiple NXX codes, each associated with a different rate center, may be assigned to the same switching entity/POI. Such arrangements may require "Meet Point Billing-like" considerations to permit proper recovery of interconnection charges (see also Section 6.2.3).

the RDBS or BRIDS becomes public upon assignment of the new code in the appropriate routing data base product.

- 4.2 Assignment of additional code(s) will be made for an established point of interconnection or switching entity by satisfying one of the criteria in Sections 4.2.1 to 4.2.3. By completing the request form, the applicant certifies that their existing resources cannot reasonably meet this requirement.
- 4.2.1 For additional codes for growth, each code holder will certify that existing codes for the switching entity/POI, per service provided by that switching entity or POI, will exhaust within 12 months and will have documented and be prepared to supply as described in this Section, Section 2, and Appendix A (Audits) supporting data in the form of:
1. Telephone Numbers (TNs) Available for Assignment
 2. Growth history for 6 months
 3. Projected demand for the coming 12 months (See Appendix B).
- 4.2.2 An additional code(s) is necessary for distinct routing, rating, or billing purposes (e.g., Calling Party Pays).⁸
- 4.2.3 An additional code(s) is necessary for other reasons. The applicant must provide an explanation of why existing resources assigned to that entity cannot satisfy this requirement.
- 4.3 NXX code sharing between carriers, in which portions of the NXX codes are assigned to multiple switching entities/POI's, should be avoided unless mutually agreed to by affected parties.

When a single switching entity/POI provides access for multiple carriers (i.e., wireless and wireline carriers), and the need for numbers for either carrier is less than a full code (10,000 numbers), the unused numbers from an NXX code serving one of these carriers can be made available for any carrier served by the switching entity/POI, with the following exception: not more than one cellular carrier should utilize numbers from a single NXX.⁹

⁸ Any additional information that can be provided by the code applicant may facilitate the processing of that application.

⁹ In certain situations there are technical, billing, service delivery, roaming, and/or tariff reasons that require partial and/or different NXX assignments.

- 4.4 Codes shall be assigned on a first-come, first-served basis. Good faith efforts shall be made to eliminate or to minimize the number of reserved codes. Special requirements exist in a jeopardy NPA situation. See Section 8.4 (d). Reservation is permitted if the applicant can demonstrate the reservation of the code is essential to accommodate technical or planning constraints or pending regulatory approval of a tariff and/or certification/registration if appropriate documentation to be provided should demonstrate that a request for regulatory certification/registration has been submitted to one appropriate regulatory body to provide service when the applicant has provided a proposed use date within twelve months.

Upon written request to the Code Administrator(s), one reservation extension of six months will be granted when the proposed code use date will be missed due to circumstances beyond the control of the applicant (e.g., hardware, software provision delays, regulatory delays, etc.). See Section 7.

No reservation will be made unless the applicant will meet the requirements of code assignment as outlined in Section 4 for initial codes or for additional codes, dependent upon whether the reserved code is to be an initial or additional code.

If a reserved code is not activated within eighteen months, the code will be released from reservation. See Section 7.

When the reservation was due to technical constraints (e.g., Step-by-Step switches) solely, the reservation will be extended until the constraint is no longer present.

- 4.5 A code assignment should not be delayed to an applicant who meets all certification and licensing requirements, if any, when all required tariff filings have been made to provide the service, when approval can be reasonably expected within the established tariff approval timeframe, and when the expected tariff approval date will fall on or before the requested effective date.

5.0 CO Code (NXX) Assignment Functions

The Code Administrator(s) shall:

- 5.1 Provide copies of the central office code assignment guidelines when requested by applicants, including timely notification of changes.

- 5.2 Receive and process applications for CO codes (NXX) from within the geographic NPA for which the CO Code Administrator(s) is responsible.
 - 5.2.1 Receive NXX Code request and determine if the request is in compliance with code assignment policies and guidelines.
 - 5.2.2 Respond within 10 working days from the date of receipt of an application form by completing the response portion that is part of these guidelines.
 - 5.2.3 Review the documentation and determine if the code request is in compliance with these code assignment policies and guidelines. In cases where a code application is denied, provide specific reasons for the denial to the applicant in writing and where to make an appeal.
 - 5.2.4 Select an unassigned code for assignment.
 - 5.2.5 For electro-mechanical switches, perform technical analysis as necessary to determine the appropriate CO code (NXX) to assign.
 - 5.2.6 Perform the notification functions in jeopardy NPA situations. See Section 8.3(a).
 - 5.2.7 Maintain records on codes assigned plus those available.
 - 5.2.8 Collect and forward to NANPA records of codes assigned or used in the Central Office Code Utilization Survey (COCUS).
 - 5.2.9 Ensure, concurrent with assignment of an NXX to code applicant, that an NPA, NXX, and the OCN of the code applicant are input to RDBS to indicate that a specific NXX has been assigned to an applicant. This will allow for additional entries into RDBS which may or may not be performed by the Code Administrator.
 - 5.2.10 Perform the code reclamation procedures outlined in Section 7.
- 5.3 At the request of the code applicant and if the Code Administrator is the authorized party to input the data, the Code Administrator will input/revise the RDBS and/or BRIDS assignment information provided by the applicant on the Central Office Code (NXX) Assignment Request and Confirmation Forms. Authorization and/or data input responsibilities are determined on an Operating Company Number level. If the Code Administrator does not have the Administrative Operating Company Number (AOCN) responsibility for the

data inputs, the code applicant will contact Bellcore-TRA to determine the correct AOCN company and make other arrangements for entering the data into RDBS and BRIDS. See Section 1.8 of Part 1 of the request form.

- 5.4 The following functions have an impact on the accurate routing of calls and are especially applicable to both newly assigned numbers and to the reassignment of existing CO codes.
 - 5.4.1 Analyze and help resolve problems related to misrouted calls and calls that cannot be completed. Such trouble investigations should be initiated in the NPA in which the incomplete call originated.
 - 5.4.2 Track switch cutovers and code reassignments, and perform other operational functions; e.g., code reclamation.
 - 5.4.3 Ensure that the code applicant places the code in service within the time frame specified in Sections 6.3.3 and 4.4 of these guidelines. If the assigned code is not used within this time frame, the Code Administrator(s) shall request the return of the code for reassignment.
- 5.5 It is recognized that the overall code administration process, e.g., planning for number relief, is related to and will require exchange of information with the CO code (NXX) assignment process. The additional functions associated with code administration, related to CO codes (NXX) are described in Sections 7 and 10.
- 5.6 The Code Administrator may, on occasion, be requested by regulators or through INC recommendations or guidelines to set aside as reserved specific CO codes. If an applicant requests one of the set-aside codes, the Code Administrator will advise the applicant of the reasons the code has been set aside. Should the applicant be unwilling to accept any other available CO code, the Code Administrator shall respond with a Code Administrator's Response/Confirmation marked "Assignment activity suspended by the administrator." The "Explanation" section will state that the code has been set aside and will identify the body that directed the Code Administrator to do so. The applicant may then ask that body to advise the Code Administrator on whether or not to assign the requested set-aside code.

6.0 Responsibilities of Code Applicants and Holders

Entities requesting new CO code (NXX) assignments as well as entities already assigned CO codes shall comply with the following:

6.1 The Application Process

- 6.1.1 Code applicants for initial and/or additional CO code (NXX) assignments shall submit their requests to the appropriate Code Administrator(s) using the Central Office Code (NXX) Assignment Request and Confirmation Form (Code Request Form). One application form is required per NXX code requested. The code applicant will complete all required entries on the Code Request Form to the best of his/her knowledge as well as sign the Form. An Operating Company Number (OCN) which uniquely identifies the applicant must be provided. The applicant can get OCN information by calling TRA. (See the Forms Part 1, Section 2). The information provided on Part 1 of the CO Code Assignment Request Form shall be the official information. Any changes to this information shall be submitted to the Code Administrator as described in Section 6.3.1.
- 6.1.2 Requests for code assignments should not be made more than 6 months prior to the requested effective date.
- 6.1.3 When requesting "additional" or subsequent code assignments, applicants shall meet the requirements as described in Section 4.2 and conform to the conditions contained therein.
- 6.1.4 The code applicant shall certify on the Code Request Form that to the best of his/her knowledge necessary governmental/regulatory authorization has been obtained to provide the service(s) for which the code is being requested.

6.2 Information Required for Code Activation

- 6.2.1 Before a CO code (NXX) can become active, all code holders are responsible for providing the information shown in Part 2 of the CO Code (NXX) Assignment Request Form that includes routing information for entry into the RDBS and rating information for entry into BRIDS. In addition, any changes to the requested effective date and/or Operating Company Number (OCN) need to be provided to the Code Administrator as soon as the changes occur. (Note: The LERG contains local routing information obtained from RDBS and reflects the current network configuration and scheduled changes within the PSTN.)
- 6.2.2 Applicants should request "effective dates" at least 66 calendar days after the date of receipt of the code request. This 66 calendar day interval is necessary

because of the current standard 45 day activation¹⁰ (starting from the time the NXX code request is input to RDBS and BRIDS) for NXX code activation plus additional time (21 calendar days) required for code request processing. Expedited requests (activation in less than 66 calendar days) will increase the potential for call blocking and/or billing errors and should be avoided except in emergency cases. It should be noted that interconnection arrangements and facilities need to be in place prior to activation of a code. Such arrangements are outside the scope of these guidelines.

6.2.3 Each switching center, each rate center and each POI may have unique V&H coordinates.

6.2.4 A code applicant or holder who has issued or is planning to issue credit or calling cards will be responsible for entering CO code (NXX) information into the appropriate LIDB Access Support System (LASS).

6.3 Ongoing Administration

6.3.1 Information Changes

The information associated with a code assignment may change over time. Such changes may occur, for example, because of the transfer of a code to a different company. The Code Administrator must be notified of any changes to the information in Part 1 of the CO Code (NXX) Assignment Request Form. This includes changes such as, but not limited to, the tandem homing arrangement, OCN, switching entity/POI and rate center. Accordingly, the Code Administrator(s) must be informed of these changes to ensure that an accurate record of the entity responsible for the code and the data associated with the code is maintained so as not to jeopardize data integrity.

It is the responsibility of the code holder to arrange for the entry of any changes to RDBS and BRIDS data associated with a switching entity/POI including, but not limited to, Office Functionality and Switching Entity-Network Services through the Code Administrator, or the company with (AOCN) authorization.

6.3.2 Responsibilities of the Code Holder

The holder of a CO code (NXX) assigned by the Code Administrator(s) or ~~acquired by other means~~ such as transfer (i.e., by merger or acquisition) must

¹⁰ For more information, refer to ICCF document 92-0726-004, "Recommended Notification Procedures to Industry for Changes in Access Network Architecture."

use the code consistent with these guidelines. Most importantly, the new code holder must participate in the audit process (See Appendix A) necessary to effectively assess code utilization. Any revisions to the CO Code (NXX) Assignment Request Form Part 1 must be submitted to the Code Administrator as soon as the code holder is aware of these changes. This information is necessary regardless of who has RDBS and BRIDS database input responsibilities.

6.3.3 Code Use

Code assignments are made subject to the conditions listed in Section 4. A code assigned to an entity, either directly by the Code Administrator(s) or through transfer from another entity, should be placed in service within 6 months after the initially published effective date. Certification of in service will be required (see Central Office Code (NXX) Assignment Request and Confirmation Form - Part 4). If the assignee no longer has need for the code, the code should be returned to the Code Administrator(s) for reassignment. If it is determined through the audit process or other means that a code is not in use after 6 months as noted above, the Code Administrator(s) will request the return of the code.

6.4 NPA Planning Information

6.4.1 All code holders shall provide forecasted code requirements to the Code Administrator(s) to be used solely for projecting NPA exhaust and for planning NPA code relief. All such forecasts shall be treated on a proprietary basis.

6.4.2 Information furnished by code holders shall be submitted on the form provided in Appendix C. This data will be aggregated and submitted by the Code Administrator(s) to NANPA for use in the annual COCUS studies.

6.5 All code holders agree to abide by the code reclamation procedures outlined in Section 7.

7.0 Reclamation Procedures

7.1 Assignee/Code Holder Responsibility

The entity to which a CO Code(s) has been assigned shall return the CO Code(s) to its administrator if:

- It is no longer needed by the entity for the purpose for which it was originally assigned
- The service it was assigned for is disconnected, or
- The CO Code(s) was not activated within the timeframe specified in these guidelines

In the latter case, the assignee may apply to the administrator for an extension date. Such an extension request must include the reason for the delay and a new activation time commitment.

7.2 Administrator Responsibility

- 7.2.1 The CO Code(s) Administrator will contact any CO Code assignee(s) identified as not having returned to the administrator for reassignment any CO Code(s):
- Assigned, but no longer in use by the assignee(s),
 - Assigned to a service no longer offered,
 - Assigned, but not activated within the timeframe specified in these guidelines,
 - Assigned, but not used in conformance with these assignment guidelines.

The administrator will seek clarification from the assignee(s) regarding the alleged non-use or misuse. If the assignee(s) provides an explanation satisfactory to the administrator, and in conformance with these assignment guidelines the CO Code(s) will remain assigned. If no satisfactory explanation is provided, the administrator will request a letter from the assignee(s) returning the assigned CO Code(s). If a direct contact can not be made with the assignee(s) to effect the above process a registered letter will be sent to the assignee(s) address of record requesting that they contact the administrator within 30 days regarding the alleged resource non-use or misuse. If the letter is returned as non-delivered the administrator will advise the INC that the CO Code(s) will be made available for reassignment following the established idle period, if any, unless the INC advises otherwise within 30 days.

- 7.2.2 The CO Code Administrator will refer to the INC for resolution any instance where a CO Code has not been returned for reassignment by the assignee if:
- The CO Code has not been activated within the timeframe specified in these guidelines.
 - A previously activated CO Code is not now in use.
 - An activated CO Code is not being used in accordance with these assignment guidelines.

7.2.3 If a CO Code is not activated within the timeframe specified in these guidelines and the administrator determines, by discussion with the CO Code(s) assignee, that the reason for the non-activation is not within the control of the assignee(s), the administrator may extend the activation date by up to 90 days.

7.2.4 The CO Code Administrator will receive, process and refer to the INC for resolution any application from CO Code assignees for an extension on CO Code activation date when the:

- Activation has not occurred within the 90 day extension
- Administrator believes that the activation has not occurred due to reason within the assignee's control, or
- Assignee requests an extension in excess of 90 days.

Referral to INC will include the offered reason why the extension is requested, a new proposed activation date, and the administrator's recommended action.

The CO Code Administrator will make all returned resources available for assignment following the established idle time, if any.

7.3 INC Responsibilities

The INC will:

- Accept all referrals of alleged non-use or misuse of CO Code(s) from the CO Code administrator or any other entity, by referring issues to the Resource Management Workshop,
- Investigate the referral,
- Review referrals in the context of these assignment guidelines,
- Attempt to resolve the referral, and
- Direct the CO Code administrator regarding the action, if any, to be taken.

Absent a consensus resolution of the referral or non compliance to the resolution by the CO Code assignee, the case will be referred by INC via the CLC process, to the appropriate regulatory body for resolution.

8.0 Central Office Code Conservation

Assignment of NANP Area numbering resources is undertaken with the following objectives: to efficiently and effectively administer/manage a limited NANP resource

through code conservation, to delay NPA exhaust and the need for NPA relief (e.g., splits/overlays) for as long as possible and to delay the eventual exhaust of the NANP (see Section 3.2). The timeliness included in Appendix D are provided for illustrative purposes only. However, the "NPA Relief" and the "RDBS Update" dates are the only dates currently recognized as industry standards. In meeting these objectives the following are conservation measures to be taken by Code Administrator(s).

- 8.1 Annual COCUS studies will be conducted utilizing projected demand forecasts, provided by code holders (see Section 6.4), to identify NPAs nearing exhaust. The schedule for projected exhaust will be forwarded by NANPA to the appropriate Code Administrator(s) and published in summary format for industry use.¹¹
- 8.2 Ongoing code administration practices which foster conservation shall include the following: (See Section 8.3 for jeopardy NPA situations and Section 7 for code reclamation procedures.)
 - A. Make code applicants aware of the options and potential benefits of sharing NXX codes, consistent with Section 4.3 above.
 - B. Use of CO codes (NXX) for purposes other than assignment (e.g., test codes) should be minimized.
 - C. Codes that may result in dialing confusion (e.g., HNPAs, adjacent NPAs used as CO codes) may be preferable for assignments other than to end users (i.e., test codes). Nonetheless, applicants requesting one of these codes are not precluded from receiving it, if unassigned and technically feasible.
 - D. Implementation of code protection arrangements should be avoided where practical. When approaching the exhaust of an NPA, retention of protected codes should be re-examined. Code protection is an arrangement where a central office code assigned in one NPA is not assigned in an adjacent NPA, thereby becoming protected to allow 7-digit dialing across the common boundary.
 - E. Examination of the continued use of codes from the HNPA to serve customers in an adjacent NPA should be undertaken when the HNPA is nearing exhaust. Continued use should be eliminated where practical.

¹¹ NANPA will be responsible for disseminating COCUS results to the affected parties.

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- 8.3 When it is determined by the Code Administrator(s) based on the NPA Code Relief Planning Guidelines (INC 94-1216-004) that an NPA is in jeopardy¹², the following actions will be taken to provide relief in the jeopardy NPA.
- A. The Code Administrator(s) will notify the appropriate regulatory authority(ies) that the NPA is in jeopardy and that special conservation procedures will be invoked. If appropriate, the Code Administrator(s) will obtain the approval of the regulatory authority(ies) for the implementation of the special conservation provisions.
 - B. The Code Administrator(s) will notify the NANPA and affected parties of the established code relief date and the special conservation procedures documented in Section 8.4 will be invoked immediately. Affected parties within the jeopardy NPA will be invited to attend a meeting convened by the Code Administrator for an explanation of the special conservation procedures that will be in effect until code relief is implemented and initiate discussion of extraordinary NPA-specific conservation procedures. If and when extraordinary procedures are required in addition to Section 8.4, the Code Administrator(s) will notify affected parties (See Section 8.5).
 - C. NANPA will notify the industry of the NPA in jeopardy via an Information Letter (IL) which will include the code relief date.
- 8.4 The following are special conservation procedures that will be invoked in the situation of a jeopardy NPA.
- A. During the special conservation period, the Code Administrator will treat all code requests in a fair and impartial manner, consistent with the special conservation provisions.
 - B. Upon receipt of the notice of the jeopardy situation from the Code Administrator, each code holder will review their forecast and demand data and provide the information to the Code Administrator within 30 days using the 'Jeopardy COCUS' form Appendix E).

¹² A jeopardy NPA condition exists when the forecasted and/or actual demand for NXX resources will exceed the known supply during the planning/implementation interval for relief. Accordingly, pending exhaust of NXX resources within an NPA does not represent a jeopardy condition if NPA relief has been or can be planned and the additional NXXs associated with the new NPA will satisfy the need for new NXX(s) codes.

- C. For additional codes for growth, each code holder will certify that existing codes for the switching entity/POI, per service provided by that switching entity or POI, will exhaust within 6 months and will have documented and be prepared to supply as described in Section 4.2, Section 2, and Appendix A (Audits) supporting data in the form of:
 - 1. TNs available for assignment
 - 2. Growth history for 6 months
 - 3. Projected demand for the coming 6 months (See Appendix B).
- D. For codes reserved per Section 4.4:
 - 4. Holders of reserved codes will be asked to voluntarily return their codes or confirm their planned reservation dates. See Section 7.
 - 5. Reservations with planned activation dates beyond the "NPA relief date" will be reviewed, with resources made available as a result of NPA relief.
 - 6. Reservations with planned activation dates prior to the "NPA relief date" will not be honored if doing so would preclude the assignment of a code resource for which a certified request has been processed.
 - 7. In this situation, reservations with the latest planned activation date will be the first codes to be for assignment, and the reservation will be canceled.
- E. Requests for assignment of new codes for other than growth or to serve a new switching entity/POI should be minimized. However, applications for such purposes can be submitted to the industry team addressing NPA relief. If the team reaches consensus that a special purpose code is warranted, the Code Administrator will be instructed to make the assignment, a special purpose code assignment may be appropriate. The decision to postpone or withdraw a code request is the code applicant's and must be confirmed in writing to the Code Administrator.
- F. In a jeopardy NPA situation, increased code sharing should be considered, subject to Section 4.3.
- G. During the jeopardy period, planning for extraordinary NPA-specific conservation procedures shall commence (Reference Section 8.5).

8.5 Unique circumstances within a given jeopardy NPA may require extraordinary NPA-specific conservation procedures. In this event, the following activities shall apply.

- A. The Code Administrator shall develop NPA-specific conservation procedures in conjunction with the affected parties in the jeopardy NPA (See Appendix F). The Code Administrator will work with the affected parties to continually refine the NPA-specific conservation procedures, as necessary, until NPA relief. The Code Administrator will notify the applicable regulatory authority(ies) of the NPA-specific procedures and, if appropriate, obtain approval for the procedures.
- B. If good faith efforts to reach agreements have failed, the Code Administrator shall draft and submit a proposed recommendation to the regulatory authority(ies) for approval. This does not preclude any other interested party from submitting an alternate recommendation.
- C. The Code Administrator will monitor changes in the jeopardy situation using the jeopardy COCUS form (J-COCUS, Appendix E). Based upon the results of (a) and using the J-COCUS information, the Code Administrator will implement each NPA-specific conservation procedure as required.
- D. The Code Administrator will notify the affected parties and applicable regulatory authorities of the implementation of the NPA-specific conservation procedure(s) as they occur.
- E. The Code Administrator will notify NANPA of the NPA-specific conservation procedures to be implemented. The NANPA will document any new conservation procedures developed along with results in an Information Letter (IL) for future reference.

8.6 The special and/or extraordinary NPA-specific conservation procedures shall remain in effect, if required, until NPA relief has been implemented.

9.0 Maintenance of These Guidelines

It may be necessary to modify the guidelines periodically to meet changing and unforeseen circumstances. Questions regarding the maintenance of the guidelines may be directed to:

Director - NANP Administration
6 Corporate Place

Room 1F275
Piscataway, NJ 08854
(908) 699-3700
(908) 336-3293 FAX

Requests for changes to these guidelines should be directed to the appropriate industry forum, currently the INC.

10.0 Responsibilities for Code Relief Planning

The section identifies required code relief planning functions that are related to the CO code (NXX) assignment functions as specified in these guidelines. These functions are identified because they are currently performed in conjunction with code assignment. An objective of this function is to promote effective and efficient code utilization and thereby help ensure the adequate supply of CO codes (NXX).

The Code Administrator(s) shall be required to provide assistance in the code relief planning process when and if necessary. The output of the planning process shall be made available to code holders, applicants and the industry by whatever means is appropriate.

Relief planning functions included in this section are as follows:

- 10.1 Tracks CO code (NXX) assignments within NPAs to ensure effective and efficient utilization of numbering resources.
- 10.2 Works with the Code Administrator(s) to prepare the annual CO Code Utilization Survey (COCUS) input as described in these guidelines and forwards the information to NANPA. (See Sections 5.2.8 and 8.1) This function includes the following activities:
 - 10.2.1 Issues requests for, collects and compiles available information related to CO code (NXX) utilization and relief planning forecasts.
 - 10.2.2 Investigates and resolves, wherever possible, any discrepancies in the information provided.
 - 10.2.3 Any information released to NANPA or to the industry would be released only on an aggregated or summary basis. (See Section 8.1)
- 10.3 Projects CO code (NXX) exhaust within NPAs in order to prepare for NPA relief activity.

- 10.4 Develops plans for NPA relief and initiates implementation efforts, in both normal and jeopardy situations (Refer to Section 8.3). When the need for code relief is identified and relief activity is initiated, advises all parties affected by NPA relief activities and includes them in the planning effort.¹³
- 10.5 Collects, compiles and forwards the necessary information to NANPA for the purpose of obtaining an NPA assignment when it is determined that a new NPA code is required to accommodate relief.
- 10.6 Obtains endorsement of NPA relief plan from appropriate regulatory authority(ies), where necessary.
- 10.7 Develops dialing plan alternatives within local jurisdictions.
- 10.8 Provides assistance to users of numbering resources and suggests alternatives, when possible, that will optimize numbering resource utilization.
- 10.9 Prepares and issues information related to reports for special information requests and scheduled periodic reports that relate to utilization of numbering resources.

11.0 Appeals Process

Disagreements may arise between the Code Administrator(s) and code holders/applicants in the context of the administration of these guidelines. In all cases, the Code Administrator(s) and code holders/applicants will make reasonable, good faith efforts to resolve such disagreements among themselves consistent with the guidelines prior to pursuing any appeal. Appeals may include but are not limited to one or more of the following options:

- The code holder/applicant will have the opportunity to resubmit the matter to the administrator(s) for reconsideration with or without additional input.
- Guidelines interpretation/clarification questions may be referred to the body responsible for maintenance of the guidelines. Unless otherwise mutually agreed to by the parties, these questions will be submitted in a generic manner protecting the identity of the appellant.

¹³ A document, "Industry Notification of NPA Relief Activity Guidelines" (ICCF 92-1127-006), dated November 30, 1992, addresses the notification process after it has been decided that NPA relief is needed and when that relief must take place.

- The Code Administrator(s) and code holders/applicant may pursue the disagreement with the appropriate governmental/regulatory body.

Requests for modification of the guidelines can be pursued as described in Section 9 of the guidelines.

Reports on any resolution resulting from the above options, the content of which will be mutually agreed upon by the involved parties, will be forwarded to the body responsible for the maintenance of the guidelines. At a minimum the report will contain the final disposition of the appeal, e.g., whether or not a code was assigned.

12.0 Glossary

Active Code	A code formally assigned by the Code Administrator(s) and implemented in the PSTN for specific routing or rating requirements.
Additional NXX Code Assignment for Growth	A code assigned to a switching entity or point of interconnection subsequent to the assignment of the first code (See: Initial Code), for the same purpose as a code that was previously assigned to the same switching entity or point of interconnection. A "Growth Code" is requested when the line numbers available for assignment in a previously assigned NXX code will not meet expected demand.
Affected Parties	Affected parties are a) those entities that have applied for and/or received central office code (NXX) assignments or reservations within the NPA per Section 4.0 of these Guidelines; b) all interested members of the industry within the affected NPA.
Authorized Representative of Code Applicant	The person from the applicant's organization or its agent that has the legal authority to take action on behalf of the applicant.
BRIDS	The Bellcore Rating Input Data Base System (BRIDS) contains data in the rating of calls. Data supports all CO Codes assigned through these Guidelines, as well as all CO Codes in place prior to the existence of these Guidelines, and covers all Numbering Plan Areas (NPAs) administered under the North American Numbering Plan

(NANP). BRIDS is a replacement database for BRADS.

Central Office Code	The sub-NPA code in a telephone number, i.e., digits D-E-F of a 10-digit NANP Area address. Central office codes are in the form "NXX", where N is a number from 2 to 9 and X is a number from 0 to 9. Central office codes may also be referred to as "NXX codes".
CLLI®	Common Language Location Identifier® is an eleven-character descriptor of a switch and is used for routing calls.
CO Code (NXX) Exhaust	A point in time at which the quantity of TN's within existing CO codes (NXX) which are "Available for Assignment" equals zero within a switching entity/POI or, conversely, when the quantities of "Working Telephone Numbers" plus "TN's Unavailable for Assignment" equal 10,000 times the quantity of existing CO codes (NXX) assigned to a switching entity/POI. Where CO code sharing occurs or partial CO codes are assigned to a switching entity/POI, the latter number should be adjusted accordingly.
Certify	<p>(When used by the applicant): As part of the Central Office Code (NXX) Assignment request, to confirm, through a formal statement information contained within the assignment request is true, accurate, and complete to the best of his/her knowledge.</p> <p>(When used by regulator): Where applicable, to authorize, in writing, an entity to provide a telecommunications service in the relevant geographic area. Such authorization is the responsibility of the appropriate regulatory agency.</p> <p>Central Office code Utilization Survey (COCUS) is conducted annually by NANPA from direct input received from Central Office Code Administrator(s) in order to monitor central office code utilization, projected exhaust of NPAs and demand for new NPAs to provide code relief. The purpose of COCUS is to provide an annual overall view of both present and projected CO code</p>